



ADDENDUM #1

RFP-2022-DBH-01-FAMIL Family Mutual Support Services

On March 30, 2021, the New Hampshire Department of Health and Human Services published a Request for Proposals soliciting proposals for the provision of family mutual support and suicide prevention services through support, education and advocacy for people affected by mental illness and early serious mental illness and psychosis, and to expand statewide crisis and advocacy training sessions for family members and peers.

The Department is publishing this addendum to:

1. Delete and replace Section 3, Statement of Work, Subsection 3.2, Scope of Services, Paragraph 3.2.12 with the following:

3.2.12. The selected Vendor will conduct pre- and post-tests for trainings described in Section 3, Statement of Work, based on criteria approved by the Department, to determine changes in participant skills, knowledge and confidence. The selected Vendor will:

3.2.12.1. Conduct pre- and post-tests for training sessions on a frequency approved by the Department.

3.2.12.2. Evaluate data on a semi-annual basis to determine the effectiveness of services provided in Section 3, Statement of Work.

2. Delete and replace Section 3, Statement of Work, Subsection 3.2, Scope of Services, Question 4 with the following:

Q4 Please provide an individual response for each scope of service for 3.2.16 -3.2.18 that describes how you propose to achieve the stated goals, including the number of individuals you anticipate will be reached through each effort annually.

3. Add Section 3, Statement of Work, Subsection 3.2, Scope of Services, Paragraph 3.2.26, Subparagraph 3.2.26.7, to read:

3.2.26.7. Coordination of trained speakers who have survived an attempted suicide.

4. Delete and replace Section 3, Statement of Work, Subsection 3.2, Scope of Services Paragraph 3.2.27, with the following:

3.2.27 The selected Vendor shall participate on the statewide Suicide Prevention Council as a member organization. The selected Vendor will serve as the fiscal agent for \$100,000 of designated state General funds to support implementation of the goals of the Suicide Prevention Council's strategic plan. The Vendor will work with the Suicide Prevention Council's leadership committee to:



- 3.2.27.1 Prioritize spending recommendations;
- 3.2.27.2 Vote on an annual budget and spending plan;
- 3.2.27.3 Bring a proposal forward to the Department for approval; and
- 3.2.27.4 Submit requests to the Department to carry over funds from one fiscal year to the next, as necessary.

5. Delete and replace Section 3, Statement of Work, Subsection 3.3, Reporting Requirements, Paragraph 3.31, with the following:

3.31 The selected Vendor will submit quarterly financial and statistical reports within thirty (30) days after the end of each quarter.

3.31.1 Quarterly financial reports will include:

- 3.3.1.1.1 A Corporate Balance Sheet.
- 3.3.1.1.2. An Income Statement using the accrual method of accounting.
- 3.3.1.1.3. A Budget-to-Actual Revenue and Expense report (Form A) using the cash method of accounting.
- 3.3.1.1.4. Total revenue and expenditures, including funds from all sources.

3.3.1.2. Quarterly statistical reports will include:

- 3.3.1.2.1 Data statistical reports based on criteria approved by the Department.

6. Delete and replace Section 3, Statement of Work, Subsection 3.3, Reporting Requirements, Paragraph 3.3.2, with the following:

3.3.2. The selected Vendor will provide the Department with a monthly programming calendar of scheduled events, trainings and programming for the upcoming month by the end of the prior month.